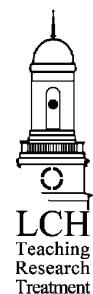


Larue D. Carter Memorial Hospital

The Carter Insider



Volume 5, Issue 1

January 2009

Ten Ways to Handle Stress

As a brand new year stretches before us, we may experience extra stress. So, here are ten things to consider that could help you handle stressful times:

- **Look for the cause(s).**
Who or what is causing the stress? Dealing directly with the person or the issue might be the best approach.
- **Examine your relationships.**

What can you do to make relationships warmer and more supportive? What can you do to improve communication? Make the first move.

- **Evaluate.**
Ask yourself if the battle is worth fighting. Decide what is really important and what is not. Sometimes it's best to let it go.
- **Be positive.**

When you make mistakes, decide what, if anything, can be

done about it. Do what is necessary and move on. Remember your successes. Write them down.

- **Seek advice.**
Talk to a friend or counselor. Remind yourself that you're worth it. Don't struggle all alone.



- **Do something for others.**

Helping someone else can take the focus off your problems. Knowing that others face stress and struggles can put your situation in a different perspective.

- **Do one thing at a time.**
Focus on one thing at a time so you don't get overloaded. Multitasking isn't always all it's cracked up to be.

- **Learn to pace yourself.**
Don't go too fast or too slow. Take a break if you need one, and do something else for a while.

- **Exercise.**
Physical exercise can refresh you after emotional strain. You can shed stress while you shed weight.

- **Create a quiet place.**
Doing something quiet can relax you after physical strain. Take time to step aside and be peaceful. Train yourself to relax when you're in your quiet place.

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Hoosiers Helping Hoosiers Food Drive

Indiana's First Lady, **Cheri Daniels**, has announced the **Hoosiers Helping Hoosiers Food Drive** to help Indiana citizens who are in need during these extremely hard economic times. The food drive will run from February 2 through 27.

Appropriate items include:

- Canned meat, fruit, and

vegetables

- 100% fruit juices
- Peanut butter and jelly
- Canned soups
- Macaroni, cereal, applesauce cups, and healthy snacks.

Please avoid glass containers.

Drop-off boxes are located in: Security, Human Resources, Business Office, Housekeeping (Tracy Strain's office), Maintenance (Building 18), and unit secretaries' areas.

The collections will go to area food banks so the items can be distributed to help make a difference in hungry Hoosiers' lives.

Benefits of Being Tobacco-free



Remember that **Larue Carter Hospital will become a tobacco-free facility on March 30**. Making LCH a tobacco-free workplace will help to **lower operating costs** and project a more positive image to the public. But the most important benefit is **improved employee and patient health**.

One of the biggest costs for workplaces that are not tobacco-free is employee absences, which create extra workloads for fellow employees. This decreases overall

productivity and has a huge negative impact on morale. So, by going tobacco-free, LCH will **lower absenteeism, increase productivity, and improve morale** for those who have had to carry the extra workload.

Higher carbon monoxide levels, eye irritation, and lower attentiveness of smokers can cause an increase in inefficiency and errors. Going smoke-free will lead to **reduced liability and claims**.

Smoking can cost employers

extra money each year for accidental injury and related workers' compensation costs. Eliminating smoking will lead to **lower maintenance costs and lower insurance premiums**.

Health and fire insurance premiums can be 25% to 35% lower for smoke-free workplaces.

Studies on workplaces have shown that workers' compensation costs for smokers

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New Year's Stress Diet



It's not unusual to make a New Year's resolution to watch your diet. But **this diet is specially formulated to help you cope with the stress that builds during the day**. You'll loooove this diet!

Breakfast:

1/2 grapefruit
1 slice whole-wheat toast (dry)
1 cup skim milk

Lunch:

3 ounces lean, baked chicken
1/2 cup cooked spinach
1 cup herbal tea
1 Hershey's Kiss

Afternoon Tea:

The rest of the Hershey's Kisses in the bag
1 tub of Hagen-Daaz ice cream with whipped topping

Dinner:

4 bottles of wine (red or white)
2 loaves garlic bread
1 family-size supreme pizza
3 Snickers bars

Midnight Snack:

1 whole Sarah Lee cheesecake (eaten directly from the freezer)
(Remember, "stressed" spelled backwards is "desserts!")

LCH Potpourri



Kathy Scott,
January Employee of the Month

January's Employee of the Month is **Kathy Scott** (Personnel Assistant). Kathy is known throughout the hospital for her friendly smile and for consistently "going above and beyond" to serve hospital employees. Congratulations, Kathy!

LCH welcomes: **Kenya Hamilton** (Attendant), **Barbara McAfee** (Charge Nurse), **Frances McMahon** (Charge Nurse), and **Robert Uptegrove** (LPN).

We say good-bye to: Marni Pigg (Nurse).

Happy retirement and best wishes go to **Joyce Currens** (Charge Nurse) and **Obie Turner** (Attendant).

It's tax time again! Tax forms are available in the library.

Let's all keep our fingers crossed that the groundhog doesn't see his shadow on February 2!



Eric Heeter,
December Employee of the Month

Are You Ready for DTV?

On February 17, television is scheduled to change forever. TV stations will stop sending analog signals and switch to digital signals. Are you ready? If you already subscribe to a pay service or have a TV with a digital tuner, you should be able to make the transition smoothly. But if you're getting TV signals from an outside antenna or rabbit ears, you need to upgrade or be ready to go without TV.

The cheapest upgrade is to buy a digital converter box. Boxes cost about \$70, but you can

order a \$40 coupon from www.dtv2009.gov or 1-888-388-2009. As of this writing, the available coupons had run out, and applicants were being placed on a wait list.

Another upgrade is to subscribe to a pay service with a cable or satellite hookup.

Or you can purchase a digital TV. Standard-definition sets can go for as little as \$150. High-definition TVs range from \$250 to \$2,000.

If you decide to go with a high-definition TV, you can still trim

the cost by foregoing some features. You don't need the highest resolution. Experts say that a 720p display is fine for any set under 50 inches. Also, you don't need an extended warranty. HDTVs are reliable, and manufacturers' warranties usually cover problems. And watch how much you pay for cables. Some sellers charge \$30 or more for HD cables, but cheaper models work just as well. You can find cheaper cables online by visiting www.amazon.com or at www.monoprice.com.



Performance Management Still A “Go”

Even though money is not available for salary increases, the **Director of the State Personnel Department, Dan Hackler**, is committed to continuing the performance management program.

“The presence of a performance management system is about increasing an employee’s ability to manage his/her own work and aligning personal goals with the goals of the agency and the administration,” Hackler explained. “The con-

nexion to our pay is a side benefit.” Hackler said the focus of the performance management program has never been about the money, but the performance.

“Performance management is about setting goals, completing those goals and getting credit for those accomplishments,” he continued. “It is better tied in with promotion eligibility and employee development.”

He also added that State Per-

sonnel Department staff is working to determine ways to improve and strengthen employee bonus programs. The state is committed to reinstating pay-for-performance as soon as it is fiscally responsible to do so.

Employees who have been here longer than six months will still receive a performance appraisal and a new work profile setting goals and expectations for 2009.



Benefits of Being Tobacco-free continued from page 2

averaged \$2,189 compared to only \$176 for nonsmokers (*Journal of Occupational and Environmental Medicine*).

A study of 300 booking clerks at a large U.S. Airline found that smokers are absent from work for sickness for 6.16 days, on the average, compared with 3.86 days for those employees who do not smoke (*Business Insurance*).

When LCH goes tobacco-free on Monday, March 30,

we will take a big step toward improving the quality of life in this workplace. We will be helping to improve the health of our employees, patients, volunteers, students, and visitors.



Did you know...

- Indiana ranks fifth among all states in adult smoking prevalence.

- Indiana's adult cigarette smoking rate is 24.1%; the high school smoking rate is 24%; the middle school smoking rate is 8%. All of these rates have dropped steadily since 2000.
- Medical costs related to smoking in Indiana: over two billion dollars annually.



**INDIANA FAMILY
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- Teaching
- Research
- Treatment

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January 2009

Our Vision

Our vision is to serve the citizens of Indiana as a center of excellence in mental health.

Our Mission

Our mission is to provide specialized treatment, education, and research in the field of mental health.

Quote of the Month:

"Worry a little bit every day and in a lifetime you will lose a couple of years. If something is wrong, fix it if you can. But train yourself not to worry. Worry never fixes anything."

Mary Hemingway



Training Opportunities

Professional Customer Service

Date: February 4

Time: 9:00 am to noon

Place: State Conference Center, Room 16

Performance Management Basics (supervisors)

Date: February 5

Time: 1:00 pm to 4:00 pm

Place: State Conference Center, Room 16

Performance Management Basics (supervisors)

Date: February 12

Time: 9:00 am to noon

Place: State Conference Center, Room 16

Leading Effective Meetings (supervisors)

Date: February 24

Time: 9:00 am to noon

Place: State Conference Center, Room 16

CPR

Date: February 24

Time: 4:00 pm to 10:00 pm

Place: LCH, 5th floor

Personnel Rules

Date: February 17

Time: 9:00 am to 1:00 pm

Place: State Conference Center, Room 16

Teambuilding (supervisors)

Date: February 19

Time: 9:00 am to noon

Place: State Conference Center, Room 16

Conflict Resolution

Date: February 26

Time: 9:00 am to noon

Place: State Conference Center, Room 16

CPR

Date: February 10

Time: 8:00 am to 3:00 pm

Place: LCH, 5th floor



To register, contact

Hank Kimmel

at ext. 4336.